



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: February 18, 2005

CLASSIFICATION: EXECUTIVE SECRETARY II
1 Position – Permanent/Full Time

FINAL FILING DATE: MARCH 4, 2005 or UNTIL FILLED

SALARY: \$3072- \$3734

POSITION LOCATION: Executive Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the general direction of the Chief Deputy Commissioner, assists the Chief Deputy Commissioner and the Deputy Commissioner of the Office of Management and Budget. The incumbent performs a wide variety of difficult and responsible secretarial work. Duties include: review incoming correspondence and determine disposition to appropriate staff; independently assumes responsibility for and responds verbally and in writing to a variety of complex inquiries; gathers factual information from division managers and others within the Department, advocacy groups or general public for inclusion in and preparation of a variety of reports, fact sheets, and memorandum for members of the Executive staff; screens visitors and telephone calls from department staff, the media, Business, Transportation and Housing Agency, Governor's Office, Legislators, and the general public; schedules appointments and maintains electronic appointment calendars, suspense files and an electronic tracking system on projects and correspondence; schedules meetings and makes arrangements for meetings and conferences with Executive staff, departmental staff, etc.; makes travel arrangements and prepares travel expense claims; maintains confidential and administrative files; and, provides consultation and training to divisional secretaries within the Department.

DESIRABLE QUALIFICATIONS

- ♦ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ♦ Dependable with good attendance records.
- ♦ Ability to communicate effectively both orally and in writing.
- ♦ Strong organizational skills; ability to adjust to shifting priorities and meet stated deadlines.

WHO MAY APPLY – EMPLOYEES WHO ARE CURRENTLY AT THE EXECUTIVE SECRETARY II LEVEL, THOSE WITHIN TRANSFER RANGE OR INDIVIDUALS WITH LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding this position, please contact Kiley Hanchen at (916) 327-8914 or CALNET 8-467-8914. **SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (RPA#04-EXEC)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #04-EXEC ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.